

Moving a House/Structure Information Sheet

Where to begin

When a structure is to be moved into, out of, or within Bloomington, a moving permit is required.

If proposing to move a structure into or from one site to another within Bloomington, a pre-moving inspection is required by the Building and Inspection Division. The fee for the inspection is \$32.

If the structure is approved, per the inspection, the following items are required:

- 1 ____ A **Moving Permit Application**, available at the Community Development counter in Bloomington Civic Plaza, 1800 West Old Shakopee Road, or on our website at www.ci.bloomington.mn.us, keywords: Moving application.
- 2 ____ A **certified land survey** showing the proposed structure location, setbacks, drainage, driveway, any sidewalks/patios and other structures on the lot. See *Residential Certificates of Survey Information Sheet* for more information.
- 3 ____ **Two sets of plans** that detail how the new foundation will be constructed and how the structure will be fastened to the foundation. If the structure is a home, provide the type, R-value and location of the insulation.
- 4 ____ When the structure is a home provide an **energy audit**.

Obtain the proper authorizations

Whether moving a structure out of, into or within the city, the entities listed below must sign off on the moving permit application **prior** to coming to Building and Inspections for permit approval and issuance.

- 5 ____ **Utilities Division** - If a **habitable** structure is to be moved out of Bloomington or from one location to another within the city, Utilities must sign and date the moving permit application verifying that water and sewer have either been disconnected or provided for new homes.
- 6 ____ **Traffic Engineering** - Notify Traffic Engineering of the route which will be used to move the structure and have the authorized person sign the moving permit application.
- 7 ____ **Police Department** - Describe the route and time on the permit application and have the Duty Sergeant sign the moving permit application.

Get the permit

- 8 ____ **Building and Inspection** - Verifies that you have the correct documentation and authorizations from Utilities, Traffic Engineering and Police.

Before issuing a moving permit, Building and Inspections may require:

- **Erosion control** - If a home is being relocated and has a crawl space or full basement, an inspection is required prior to backfilling. A City Engineer will determine whether erosion control is necessary. Engineering will also determine if erosion control is needed for new foundations.
- **Groundcover** - If a new structure will replace the existing structure within a short time then no sodding or seeding will be required. If no new structure is proposed, then groundcover must be installed on any disturbed areas.
- **Well** - Verification of any well(s) or well abandonment must be also be conducted prior to permit issuance.

The moving permit fee is \$55. Other permits and fees may be required.

Notify utility companies

Applicant must notify all appropriate utility companies for disconnections:

- ____ Xcel Energy
- ____ CenterPoint
- ____ Phone company
- ____ Cable company

Moving on a county road

If structure is to be moved on a county road, Hennepin County Department of Transportation must be notified at 612-596-0300.

City contacts

Building and Inspection - Civic Plaza building
1800 West Old Shakopee Road952-563-8930

Utilities - Public Works building
1700 West 98th Street.....952-563-4580

Traffic Engineering - Public Works building
1700 W. 98th St.952-563-4913

Police - Civic Plaza building
1800 West Old Shakopee Road.952-563-8809

Engineering - Public Works building
1700 W. 98th St.952-563-4870